



**General Services Administration
Federal Supply Administration
Authorized Federal supply Schedule Price List**

**Mission Oriented Business Integration Services (MOBIS)
Federal Supply Schedule Industrial Group 874**

**MASTER KEY RESOURCES, LLC
d/b/a/ MASTER KEY CONSULTING
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**Small Business
SBA Certified Small Disadvantage Business
SBA Certified 8(a) Firm**

**Contract Number: GS-10F-0191S
Contract Period: March 20, 2006 – March 19, 2011**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is: GSAAdvantage.gov.

Prices Shown Herein are Net (discount included)



ABOUT MASTER KEY

Master Key Consulting, LLC (Master Key) is a Native American owned, 8(a) certified small disadvantaged business founded in 2000. Our wide ranging and in-depth experience spans policy and program analysis, management support, and evaluation; grants management, including all aspects of the Federal grants cycle process; survey research; training design, implementation, and evaluation. A major focus of Master Key's work is the design and management of policy and program development, implementation and evaluation methods, with emphasis on their practical utility.

CUSTOMER INFORMATION

1a.

SIN	DESCRIPTION
874-1	CONSULTING SERVICES
874-2	FACILITATION SERVICES
874-3	SURVEY SERVICES
874-7	PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:** See item #6 below.

1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item:** Located on pages 5-12 of this document

2. **Maximum order:** \$1,000,000.00

3. **Minimum order:** \$300.00

4. **Geographic coverage (delivery area):** Domestic and International

5. **Point(s) of production (city, county, and State or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted)

7. **Quantity discounts:** Not applicable

8. **Prompt payment terms:** 2% - 20 days, Net 30 days

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** No

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Not applicable



10. **Foreign items (list items by country of origin):** Not applicable
- 11a. **Time of delivery. (Contractor insert number of days):** As specified on each Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery:** As specified on each Task Order
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** As specified on each Task Order
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** As specified on each Task Order
12. **F.O.B. point(s):** Destination, as specified on each Task Order
- 13a. **Ordering address(es):**

Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)**
14. **Payment address(es):**

Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814
15. **Warranty provision:** Master Key Resources, LLC Standard Commercial Warranty
16. **Export packing charges, if applicable:** Not applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

Contact Master Key Consulting at:
Phone: (301) 907-8789
Fax: (301) 907-7966
Email: AdminOperations@MasterKeyConsulting.com
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable
19. **Terms and conditions of installation (if applicable):** Not applicable



20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not applicable
21. **List of service and distribution points (if applicable):** Not applicable
22. **List of participating dealers (if applicable):** Not applicable
23. **Preventive maintenance (if applicable):** Not applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: www.MasterKeyConsulting.com**
25. **Data Universal Number System (DUNS) number:** 009934642
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Uncompensated Overtime. (Indicate if used):**

Master Key Consulting classifies all paid positions as exempt or non-exempt under the overtime provisions of the Fair Labor Standards Act (FLSA) in accordance with the FLSA. While we try to ensure that all work is completed within normal business hours, we understand that client needs sometimes require additional hours, including evenings and weekends. Overtime will be paid to non-exempt employees as appropriate.

SIN DESCRIPTIONS

874-1: CONSULTING SERVICES

Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

Examples of Current or Recent Master Key Contracts within SIN Code:

- Administration for Native Americans
- National Institutes of Health
- Health Resources and Services Administration/Allied Health for Elders
- Transportation Services Administration
- World Bank/Tajikistan
- World Bank/Human Development Strategy
- Grambling State University



874-2: FACILITATION SERVICES

Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda; debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination.

Examples of Current or Recent Master Key Contracts within SIN Code:

- Administration for Native Americans
- Health Resources and Services Administration/Allied Health for Elders
- World Bank/Tajikistan
- World Bank/Human Development Strategy
- The McMahon Group

874-3: SURVEY SERVICES

Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design; sampling, survey development; pretest/pilot surveying; defining and refining the agenda; survey database administration; assessing reliability and validity of data; determining proper survey data collection methodology; administering surveys using various types of data collection methods; and analyses of quantitative and qualitative survey data. Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.

Examples of Current or Recent Master Key Contracts within SIN Code:

- Administration for Native Americans
- Health Resources and Services Administration/Allied Health for Elders
- World Bank/Tajikistan
- World Bank/Human Development Strategy
- Public Education Network

874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

- Administration for Native Americans
- Health Resources and Services Administration/Allied Health for Elders
- Transportation Services Administration
- World Bank/Tajikistan
- World Bank/Human Development Strategy



LABOR CATEGORIES

ADMINISTRATIVE ASSISTANT

General Summary: Provides support to project management and technical staff performing a variety of complex technical and administrative tasks as assigned

Principal Duties and Responsibilities: Responsible for personnel management, task delegation, and project assistant supervision. Assists in the designing of reports and ensures correct data interpretation. Designs and maintains spreadsheets in support of financial tracking systems.

Job Specifications: BS/BA from an accredited college or university and working knowledge of applicable technology. Minimum of 5 years professional experience providing technical, logistical, and analytical support to program senior staff.

SENIOR ADMINISTRATIVE ASSISTANT

General Summary: Provides support to project management and technical staff performing a variety of complex technical and administrative tasks as assigned.

Principal Duties and Responsibilities: Responsible for personnel management, task delegation, and project assistant supervision. Assists in the designing of reports and ensures correct data interpretation. Designs and maintains spreadsheets in support of financial tracking systems.

Job Specifications: BS/BA from an accredited college or university and working knowledge of applicable technology. Minimum of 10 years professional experience providing technical, logistical, and analytical support to program senior staff.

CONFERENCE PROGRAM MANAGER

General Summary: Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Principal Duties and Responsibilities: Responsible for providing management oversight and planning of pre-, on-site, and post-meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Serves as liaison with client senior staff. Conversant with relevant computer skills in field.

Job Specifications: May require an advanced degree; may require specialized training. At least 5 years of experience, including 3 years of meeting, conference, & exhibit experience.

WRITER

General Summary: Supports documentation activities such as writing, editing, proofreading, and producing technical documents, on-line help, and other interactive documentation.

Principal Duties and Responsibilities: Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and



experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software. Required Experience.

Job Specifications: Minimum three (3) years of experience with one (1) year experience in writing/editing. Minimum Education. B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

SENIOR WRITER

General Summary: Coordinate document production and oversee illustrators, word processors, and reprographics personnel in the areas of creative design and production

Principal Duties and Responsibilities: Research, organize, write, edit, and proof proposals, program documents, marketing documents, and electronic presentations for technical and non-technical personnel. Must have the ability to condense material into easily understandable text. Prepares "camera-ready" document using one or more desktop publishing software packages. Works with project personnel and support groups and also to work independently, with little or no supervision after initial briefing, and performs multiple projects simultaneously and work under deadline pressure with fast turnarounds.

Job Specifications: Minimum Education: BS/BA from an accredited college or university and working knowledge of applicable document preparation technology. Minimum/General Experience: 8 years' experience in technical report preparation. Excellent research, technical writing, editing and proofing skills. Demonstrated ability to write policy-focused documents and documents that serve the needs of multiple audiences. Ability to synthesize qualitative and quantitative information, and information from multiple sources into a cohesive document.

TECHNICAL WRITER/EDITOR

General Summary: Provides scientific and technical writing for program and operational documentation.

Principal Duties and Responsibilities: Provides documentation as presentation-ready, quality output using advanced word processing or desktop publishing software. Able to write a variety of scientific and technical articles, reports, brochures and manuals for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with technical concepts discipline-specific practices and procedures. Conversant with relevant computer skills in field.

Job Specifications: Bachelor's or Masters degree; may require specialized training. Minimum of 5 years professional experience providing documentation as presentation-ready, quality output using advanced word processing or desktop publishing software and ability to write a variety of scientific and technical articles, reports, brochures and manuals for a wide range of uses.

DATA COLLECTION SUPPORT

General Summary: Provides assistance and support to data collection team in all activities

Principal Duties and Responsibilities: Responsible for field workers personnel management, task delegation, and maintains up-dated field files and other related files.

Job Specifications: Undergraduate degree. Three years of relevant experience in evaluation research and data collection.



SURVEY SPECIALIST

General Summary: Analyze and interpret collected data using SPSS, SAS, ACCESS, CDC-EZ, and/or other statistical packages as appropriate.

Principal Duties and Responsibilities: Develop and design surveys, conduct survey analysis and prepare reports. Collaborate with team leader and other staff to ensure the quality of the survey design and implementation. Develop forms and questionnaires and coordinate the application of research techniques. Contribute to any required documents under Protection of Human Subjects requirements.

Job Specifications: MA/MS degree. Minimum/General Experience: Ten years of experience in survey design and analysis.

PROGRAM ANALYST

General Summary: Compiles, analyzes, and evaluates customer and/or contractor generated source data and prepares appropriate documentation.

Principal Duties and Responsibilities: Assists senior staff members in logical analyses on programs and procedures on an organization wide scope. Supports comprehensive analyses of business application concepts and designs. Responsible for assisting in the development of project plans, guidelines, and controls. May delegate tasks and manage personnel. May work with little supervision on identified task.

Job Specifications: BS/BA or Appropriate Technical Knowledge. This position requires at least 8 years of general experience in increasingly more complex projects. Specialized experience may include facilitation, methodology development and evaluation. Assists in identifying best practices, business management, and program development methods.

SENIOR PROGRAM ANALYST

General Summary: Reviews, analyzes, integrates and evaluates source data.

Principal Duties and Responsibilities: Functional Responsibility: Applies development and logical analyses for test and evaluation on all programs within a project wide scope. Performs comprehensive analyses of development concepts, designs, and their effects on management processes. Develops interim documentation. Performs system wide concept formulation, design analysis, and subsystems design analysis. Responsible for development of project plans, guidelines and controls. May work with little or no supervision on identified task. May delegate tasks and manage personnel.

Job Specifications: MS/MA or Appropriate/Equivalent Industry Recognized Certification. Minimum/General Experience: This position requires at least 15 years of general experience and 5 years of project oriented experience. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering. Ability to identify best practices and implement business improvement techniques. Must have prior experience with organizational development activity and program development methods.

RESEARCH ASSISTANT



General Summary: Assists in analyzing and evaluating the applicability of collected data, preparing statistical tabulations.

Principal Duties and Responsibilities: Functional Responsibility: Aids the rest of the team, conducts literature searches. Inputs and updates information into relevant databases. Uses the databases to produce reports.

Job Specifications: Undergraduate degree. Three years of relevant experience

RESEARCH ANALYST

General Summary: Establish research plan and procedures using quantitative and/or qualitative methods; select sources of information and specific data; set up interviews with appropriate authorities or subjects and prepare correspondence to locate the specific data required.

Principal Duties and Responsibilities: Perform a variety of complex and independent activities involved in the collection, analysis, documentation and interpretation of social, economic, and/or health related information. Develop forms and questionnaires and coordinate the application of research techniques. Prepare any required documents under Protection of Human Subjects requirements. Analyze and interpret collected data using SPSS, SAS, ACCESS, CDC-EZ, and/or other statistical packages as appropriate; prepare oral presentations or written reports based on the analyses and describing analytically the findings, research progress, data limitations, interpretations of the findings, and appropriate recommendation or conclusions.

Job Specifications: A bachelor's degree in a field related to the specific position. Four years of experience in research/data analysis or related position.

PROGRAM EVALUATOR

General Summary: Develop work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing indicators.

Principal Duties and Responsibilities: Design and implementation of evaluation programs. Possess writing and editing skills and the ability to prepare and deliver presentations. Works proactively, takes initiative in identifying and resolving issues.

Job Specifications: At least MS/MA degree. This position requires a minimum of 10 years of experience in complex projects evaluation and monitoring. Experience includes: design and implementation of evaluation programs and surveys, data analysis and reports.

SENIOR PROGRAM EVALUATOR

General Summary: Designs work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing indicators.

Principal Duties and Responsibilities: Design and implementation of multifaceted evaluation programs. Supervises entry-level and associate-level program evaluator staff. Possess writing and editing skills and the ability to prepare and deliver presentations. Works proactively, takes initiative in identifying and resolving issues.

Job Specifications: At least MS/MA degree, preferably Ph.D. in social sciences or related field. Required Experience: This position requires a minimum of 15 years of experience in complex projects evaluation and



monitoring. Experience includes: design and implementation of advanced evaluation programs and surveys, data analysis and reports.

SYSTEM ANALYST

General Summary: Discusses justifications for the selection of mainframes, mini-computers or microcomputers as the host for a proposed system.

Principal Duties and Responsibilities: Able to communicate with management, technicians, and end-users to evaluate needs prior to the development of an automated solution. Able to perform data storage, security, integrity, and performance management functions for Database Management Systems (DBMS) support. Prepares detailed reports which might include system requirements. Knowledgeable about the available equipment environment. Determines technical approaches and formulates appropriate solutions. Familiar with data structures, data structure within a DBMS, as well as the methods for defining data relationships. Able to evaluate database design tradeoffs, performance levels and space allocation requirements.

Job Specifications: Bachelor's or Masters degree; may require specialized training. At least 1 to 4 years of professional experience.

PROJECT MANAGER

General Summary: Plans, directs, coordinates, and controls administrative and technical activities for an entire program.

Principal Duties and Responsibilities: Responsible for all aspects of project performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, Responsibilities, and cope of authority. Directs the completion of tasks within estimated time frames and budget constraints. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

Job Specifications: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree). Minimum two (2) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

SENIOR PROJECT MANAGER

General Summary: Develops work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing customer problems.

Principal Duties and Responsibilities: Functional Responsibility: Performs complex evaluations of existing procedures, processes, techniques, and systems related to management and contractual issues. Possess writing and editing skills and the ability to prepare and deliver presentations. Works proactively, takes initiative in identifying and resolving issues.



Job Specifications: MS/MA or Appropriate/Equivalent Industry Recognized Certification. This position requires a minimum of 15 years of professional experience reflecting the successful management of increasingly more complex projects. Experience includes: analysis and preparation of financial reports, the development of complex project schedules and similar activities. Must have ability to manage personnel and address staffing issues, exhibit leadership/team-building skills.

SUBJECT MATTER SPECIALIST I

General Summary: Provides advice and consultation on problems, which require extensive knowledge of subject matter.

Principal Duties and Responsibilities: Provides extremely high-level subject matter expertise for work described in the task. Offers advanced technical or practical knowledge of highly specialized tasks. Prepares and organizes reports identifying results of study and evaluation. Makes recommendations on appropriate actions. Applies principles, methods, and knowledge of functional areas of expertise to task requirements.

Job Specifications: MS/MA from an accredited college or university in the specific subject matter discipline as required in the Statement of Work. This position requires a minimum of fifteen years of professional experience in the identified field of study or specialization. This individual should be highly regarded by the professional community in which he/she practices, with possible university or research affiliation. Individual should have published professional/technical articles or obtained specific recognized certifications in their field of discipline.

SUBJECT MATTER SPECIALIST II

General Summary: Provides leadership and direction to other project/work participants and serves as a liaison with client personnel.

Principal Duties and Responsibilities: Functional Responsibility: Applies a high standard set of disciplines and expertise to assist clients. Identifies management, organization and business issues and develops strategic initiatives. Develops proposals and recommendations that are the result of study and analysis of current and desired states. Develops project/work plans and assigns and monitors resources to ensure timely completion of high-quality work. Periodically reports on project/work progress and status. Ensures implementation as agreed. May serve as an outside, independent reviewer of recommendations and proposals.

Job Specifications: MS/MA from an accredited college or university in the specific subject matter discipline as required in the Statement of Work. This position requires a minimum of fifteen years of professional experience in the identified field of study or specialization. This individual should be highly regarded by the professional community in which he/she practices, with possible university or research affiliation. Individual should have published professional/technical articles or obtained specific recognized certifications in their field of discipline.



PRICE LIST

Labor Category	Rate
Administrative Assistant	\$34.74
Senior Administrative Assistant	\$39.07
Conference Program Manager	\$84.38
Writer	\$62.47
Senior Writer	\$177.54
Technical Writer/Editor	\$59.52
Data Collection Support	\$45.97
Survey Specialist	\$89.40
Program Analyst	\$68.96
Senior Program Analyst	\$130.54
Research Assistant	\$45.97
Research Analyst	\$73.86
Program Evaluator	\$89.94
Senior Program Evaluator	\$178.79
System Analyst	\$62.11
Project Manager	\$127.75
Senior Project Manager	\$177.54
Subject Matter Specialist I	\$178.79
Subject Matter Specialist II	\$205.61